

30 June 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Semi-Annual Report of Records Management Board--Final

1. This report is for your information only.

2. During these final six months this original Records Management Board, of the senior Records Officers representing each Directorate, continued to focus its primary attention in two areas:  
a. the reduction of records volumes and b. the strengthening of microfilm activities in their Directorates.

3. The efforts to control the records volume resulted in our concluding the fourth consecutive fiscal year with a net reduction in the Records Center. During FY 1972 the Center accessioned 7,831 cubic feet and destroyed or transferred 7,903 feet for a net volume decrease of 72 cubic feet. Since the Board was created in July 1968 its Records Purge effort resulted in the removal of 69,297 feet from the Records Center which is 66% of the volume on hand initially. (This complied with Col. White's request to dispose of half the Center's holdings. During that same 1968-1972 period we accessioned 55,375 feet of new records). We concluded the Purge with an overall net volume reduction of 13,922 feet.

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4. Other accomplishments related to the volume control includes:

- a. In its 30 April 1969 report the Board recommended installing motorized shelving to increase the capacity of the Records Center. In May 1972 this project was completed for a net increase of 29,098 feet in the Center's shelf capacity. We also acquired [REDACTED] and converted it for another 13,548 feet of records storage capacity.
- b. In its efforts to establish the Agency Archives the Board developed ad hoc procedures and deposits which can be fully absorbed into the new formalized Archives.
- c. More than half the Agency Retention Plans for Archival records have been completed in this reporting period. These Plans identify the permanent records and the specific "Offices of Record" responsible for them. Plans for each of the offices in the DCI area and the Support and Science and Technology Directorates are complete. All but two Offices in the DDI are complete. The Plans Directorate is developing a system to automate their office of record and retention listings.

- d. Agencywide the Component Records Officers have accepted the Board's plan to limit the annual net growth at the Records Center. The first year just concluded is well below the net 1,000-foot targets. A monthly report of volume gains and losses monitors the flow and provides advance warning of adverse growth trends. The DDI member completed a study which estimates an acceptable net accumulation by that Directorate for the next five years.
- e. The Board continued work with Records Officers to tighten the file retention time periods in components of the Agency. In this reporting period the Control Schedules for more than 700 different Office files in 22 components have been revised. Since the Board was established in 1968 some 2,280 scheduled items were reviewed and revised as part of the purge effort.
- f. To ensure control of records volumes on the office side of the storage problem, requisitions for file equipment have been reviewed. In this reporting period justifications were screened on requests for 161 pieces of file equipment valued at more than \$100,000 and evaluations made on 10 requests for secure areas.

5. Another major recommendation in the Board's 30 April 1969 report was for the Agency to embark on a massive microfilm campaign. The Board members have stimulated microfilming efforts in all components. The growing results were summarized in the Board's 5 November 1972 special report to you. In this reporting period the microfilm campaign had these additions:

- a. The DDP has upgraded its Microfilm Section to a Branch status because of the increasing requirement for microphotography. A TDY team is in [REDACTED] purging files in preparation for the introduction of a microfiche system. A RMO Development Complement has been established in the DDP to train new Records Officers in microfilm systems and other elements of the Records Program.
- b. In DDS the conversion of files to microfilm continues to eliminate hundreds of feet of records in the Offices of Finance, Communications, and Training. Pilot projects are underway to test microfilm applications in the Security and Medical files. The Cable Secretariate transfer from DCI to Office of Communications involved a much reduced volume of records because of the filmed Cable Files. The Support Services Staff continues to furnish training Agencywide, review equipment and systems requests, and has plans to enlarge its Microfilm Branch. Four new computer output

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microfilm (COM) systems were started in this period. The Data Management Center reported 15 COM systems at present.

- c. The DDS&T reported a new microfilm camera purchase and continued filming progress in FMSAC and ORD on the telemetry and R&D files. Other agencies in the intelligence community are examining the FMSAC concept for microfilming telemetry analogs.


6. The fourth item recommended by the Board's report of 30 April 1969 was for increased top management support of the overall Records Program and senior officer involvement in the selection of qualified Records Officers to implement the Program in the components. Our Board members anticipate the new senior officer Records Management Board and your new Special Assistant for Information Control should help to satisfy that proposal.

7. Having successfully completed its charter assignment to reduce the volume in the Records Center as well as developing additional Records Program improvements this Board closes its books wishing the new Board well with the unending ever-increasing challenges of Information and Records Control.

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Chairman

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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
2	COMMENT	FILE	RETURN
	CONCURRENCE	1 INFORMATION	SIGNATURE
<b>Remarks:</b>  <p>The attached second draft (30 June) of the Board's final report is being coordinated with the Board members for final comment by Mon. 17 July. Then I will complete the report for Mr. Colby.</p> <p><i>[Signature]</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Chairman			30 June 72

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Sal called and will follow up with his comments for the Board's report.

His comments are--

- "DDST has purchased a Kodak 700K Reliant Micorfilm Rotary Camera. to be used in filming of select O/DDST files. This camera will also be made available to other offices in the Directorate. Other microfilming programs such as the telemetry analogs library files in FMSAC and the ORD R&D Project files are progressing satisfactorily. The concept of microfilming telemetry analogs by FMSAC has had influencing effect on other agencies in the community to adopt a similar program."

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6/21/72

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Re: final Board's report to ExDir

[REDACTED] said he feels it is far too long and should be tightened up a bit but he has no objections to the substantive issues you covered.

One editorial note--in para 4 drop the s from includes

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[REDACTED]